



JUXTAPOSITION ARTS

**POSITION OPENING: Director of Development**

**HOW TO APPLY:** Submit a cover letter indicating why you are interested in the position at Juxtaposition Arts, your qualifications, and your most current resume to [jobs@juxtaposition.org](mailto:jobs@juxtaposition.org). Submit PDF attachments only with subject line: DEVELOPMENT and your first initial and last name. We request no phone or mail inquiries.

**POSITION SUMMARY:** Reporting to and in partnership with the Chief Executive Officer (CEO) the Director of Development & Communications is responsible for fundraising, development and communications efforts across the organization. The position includes managing and supervising other members of the Development and the Communications team.

**POSITION HOURS:** Full-time, 32-40 hrs/wk

**COMPENSATION:** Salary \$38,000 - \$50,000/year (DOQ and if 0.75 FTE or 1.0 FTE), health insurance, flexible Paid Time Off, plus paid holidays

**Primary Duties and Responsibilities**

- Develop and execute Juxtaposition Arts' annual fundraising and communications plans and mentor and manage other staff responsible for execution of plans
- Develop proposals and reports for institutional fundraising
- Secure financial support from individuals and institutions
- Oversee and execute special fundraising events
- Develop and maintain ongoing relationships with constituents and donors
- Create and execute strategy for maintaining and growing friends and individual donor base
- Manage all donor and subscriber data and oversee staff responsible for data entry and gift processing
- Produce reports for the Board and other stakeholders

**Qualifications**

BA (required), MA (a plus), or equivalent experience

3-plus years experience in development, including:

- Fundraising in institutional grant seeking and partnership development, federal and state grants and contracts, major donor solicitation, individual donor fundraising, and online and social media fundraising.
- Working knowledge of nonprofit budgeting and planning.
- Proven ability to successfully network and to develop and maintain relationships with local constituents, funders, and partners.
- Proven ability to work creatively and effectively with diverse stakeholders who have differing perspectives and self-interests.

- Experience in planning and utilizing senior leadership, Board Members, and program staff to lead and support organization's fundraising efforts.
- Event planning and coordination experience.

Marketing, communications or sales experience:

- Excellent verbal and written communication skills; ability to represent the organization in writing, verbally, and experientially to diverse stakeholders and the general public.
- Knowledge of Sales Force or other CRM software
- Excellent computer skills including MS Office and both Mac and PC operating systems
- Demonstrated excellence in organizational, managerial, and interpersonal skills

Demonstrated interest in and knowledge of issues related to youth development, creative placemaking, equity, urban design, contemporary arts and policy

**The person who is right for this job must be:**

- Creative, curious, and game to try new things, learn new things, become an integral leader of the Juxtaposition Arts team
- Highly organized, able to balance multiple priorities, meet deadlines and work well in team-oriented environment and graceful under pressure
- Attentive to detail – position is responsible for quality control
- Flexible and able to attend meetings and events on evenings, weekends and during work week
- Hungry and will do what needs to be done to get a job done and do it to the highest level possible

ORGANIZATION SUMMARY: Juxtaposition Arts (JXTA), founded in 1995, is a youth-focused visual art and design non-profit based in North Minneapolis, Minnesota. It began as an arts enrichment workshop for 15 youth in a public housing community and today is a thriving cultural center that employs 100 people annually, including 65 youth. JXTA has grown from conducting its afterschool visual art programs out of a small leased space into operating out of four buildings that it owns, on a commercial corridor, where young artists' contributions to the neighborhood are prominent and visible. In addition to its art education and community development work, JXTA's core strategic focus is to scale JXTALabs, the organization's social enterprise ventures that have grown 250% since opening five years ago. JXTALabs employ youth 14-21 years old in year-round part-time jobs in graphic design, fashion design, urban design, and contemporary art. Youth apprentices work side by side with professional artists and designers and generate revenue to support the businesses by producing logos, apparel, paintings, public art, as well as providing community engagement services for clients. The organization's current team of thirty full-time, part-time and contract artists and staff work with 70 youth employees, 40 partners, more than 3,000 students, and 10,000 audience members annually. [www.juxtapositionarts.org](http://www.juxtapositionarts.org)

*Juxtaposition Arts is an equal opportunity employer committed to affirmative action and a diverse work environment. People of color, people with disabilities, women, and people who identify with other marginalized groups are encouraged to apply.*